

## **Department of Human Services Commissioner's Designee Attorney 3**

**SUMMARY:** The Commissioner's Designee Unit (CD Unit) Attorney 3 assists the Commissioner's Designee Attorney in generating Final Orders and aids in responding to Petitions for Appeals of Initial Orders and Petitions for Reconsideration of the Final Order. Responses to petitions may consist of either a document generated by the Commissioner's Designee Attorney staff or the appeal could be remanded to the Hearing Officer for further consideration. In addition, appeals could be remanded back to Case Prep to be scheduled for another hearing. Furthermore, the CD Unit Attorney 3 is responsible for reviewing AOW's and classifying documents that come into the CD Unit queue. This position reports directly to the Commissioner's Designee Attorney and is also accountable for the timeliness and fair hearability of Non-Family Assistance appeals.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Generates Final orders (where applicable) for the Commissioner's Designee Attorney's review
- Responds to Petitions for Appeals of Initial Orders and Petitions for Reconsideration of the Final Order.
- The response to the petition may consist of either a document generated by the Commissioner's Designee Attorney staff. The appeal could be remanded to the Hearing Officer for further consideration, or the appeal can be remanded back to Case Prep to be scheduled for another hearing.
- The Commissioner's Designee Attorney 3 also oversees the timeliness and fair hearability for Non-Family Assistance appeals.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Strong Microsoft Office skills, including Word, Outlook, and Excel;

High level of organizational skills and time management;

Verbal communication and presentation skills;

Ability to remain neutral when responding to petitions;

Possess and maintain a working knowledge of all facets of the Division and a working knowledge of all programs administered by the Department of Human Services;

Demonstrate knowledge of the Uniform Administrative Procedures Act, Rules of Civil Procedure, and Rules of Evidence, and Code of Federal Regulations. Does not engage in inappropriate ex parte communication;

Research and analyze applicable regulations, statutes, laws, and policies to determine conclusions of law; and,

Identify the findings of facts based upon the testimony and evidence proffered at the hearing and set forth in the Initial Order.

**EDUCATION/EXPERIENCE:** The CD Unit Attorney 3 must be a law school graduate and must be licensed to practice law in Tennessee at the time of submission of application materials. Ideal candidate will also have 2 years minimum experience as a practicing attorney.

**COMPENSATION INFORMATION:** Commensurate with Qualifications

**How to Apply:** Cover letter, resume and recent writing sample can be emailed to [chris.holt@tn.gov](mailto:chris.holt@tn.gov).